

INSTITUTE OF DESIGN. ULLADULLA
founded by Karl von Busse

Student Handbook

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1 Welcome to the Institute of Design Ulladulla.

The Institute of Design Ulladulla (IDU) is a Registered Training Organisation (RTO) committed to developing long term partnerships with clients. In achieving this, we are dedicated to providing innovative training services and business solutions that add value to the community and industry, and optimise personal potential and enterprise success.

The Institute of Design Ulladulla staff are respected for their professionalism, client focus, commitment to achieving outcomes and dedication to quality.

The Institute has its campus in the centre of the commercial district of Ulladulla. Staff at the campus have extensive experience in the design, development and delivery of programs that provide training solutions to a range of clients and enterprises.

Delivery options include Recognition of Prior Learning (RPL), and classroom based delivery to clients locally.

2 Our Mission Statement

The mission of the Institute of Design Ulladulla is to:

- provide quality courses that are nationally accredited and professionally delivered
- provide short courses to meet specific emerging industry needs
- train students to be ready to work in the Fashion and Graphic Design industries
- ensure that all training is up-to-date, industry focused, and relevant to the work place
- provide each student with an outstanding degree of service
- maintain close and direct links with the design industry

3 Entry Requirements

Domestic Students

To be eligible to enrol in any of the courses offered by IDU, Australian students must:

- have an interest in the Fashion Design or Graphic Design industries
- have a basic knowledge of their chosen industry
- have reached a standard of English equivalent to year 10 (NSW)
- have successfully completed an IDU application form
- submit a creative portfolio
- attend an interview

Overseas Students

To be eligible to enrol in any of the courses offered by IDU, overseas students must:

- have an interest in the Fashion Design or Graphic Design industries
- have a basic knowledge of their chosen industry
- provide evidence of achieving a minimum Academic IELTS 5.5
- be at least 18 years of age at the time of application
- have successfully completed an IDU application form
- submit a creative portfolio
- attend an interview

Overseas students should also refer to IDU Refund Policy, Schedule of Fees, Privacy Policy and Entry Requirements in the Overseas Student Written Agreement Form and the Overseas Student Application Form and Information for Overseas Students on the web site.

All applicants are notified of their success (or failure) in gaining a place at IDU.

IDU does not discriminate on the basis of race, religion, culture, gender or any other irrelevant factors. Policy details available in IDU Policy and Procedures Manual: Access and Equity Policy.

4 Code of Practice

The Institute of Design Ulladulla provides a high standard of vocational education and training in the fields of fashion and graphic design. Our Code of Practice outlines our commitment to our clients.

The Institute of Design Ulladulla:

- Is committed to the continuous improvement of its training delivery and assessment services.
- Complies with all state and territory regulatory and legislative requirements.
- Advertises and markets its training delivery services openly, honestly and with integrity.
- Provides accurate, relevant and up-to-date information on enquiry.
- States its fees and charges on enquiry.
- Outlines its fees refund policy in the Student Handbook and website.
- Enrolls applicants to its courses on the basis of access and equity.
- Recognises qualifications issued by registered training organisations within the Australian Qualifications Framework.
- Issues AQF qualifications and Statements of Attainment within its scope of registration.
- Recognises previous formal or informal training, work or life experience on an individual basis of competency.
- Provides up-to-date facilities and equipment in a safe and healthy environment.
- Prohibits discrimination in any form towards any group or individual.
- Employs suitably qualified and experienced staff.
- Conducts fair, flexible, valid and reliable competency based assessments.
- Provides an assessment appeals procedure and opportunities for re-assessment.
- Provides academic support to students or referral to external agencies for additional learning support.
- Refers students to external expert advice for personal and financial support.
- Encourages feedback and evaluation from its stakeholders.
- Maintains accurate, confidential and secure training and financial records.
- Agrees to participate in external monitoring and audit processes.

5 Scope of Registration / Course Information

The Institute of Design Ulladulla is a Registered Training Organisation with the NSW VETAB. We provide training delivery and assessment services in the areas of Fashion Design and Graphic Design. The Institute of Design Ulladulla offers training in the following qualifications:

- LMT50307 Diploma of Applied Fashion Design and Technology
- LMT60307 Advanced Diploma in Applied Fashion Design and Technology
- 21874VIC Diploma of Graphic Design
- 21873VIC Advanced Diploma of Graphic Design

5.1 Course Timetable

Classes are conducted from 9.30am – 3.30pm Monday – Friday, with studio time 9.30 – 3.30pm on Mondays or Fridays.

5.2 Course Units of Study

Fashion Design subjects include:

- Fashion Design
- Pattern Making
- Fashion Illustration
- Garment Construction
- Working in the Fashion Industry
- Digital Markup and Grading
- Production Management
- Professional Practice

Graphic Design subjects include:

- The Graphic Design Industry
- Illustration
- Computer Graphics
- Typography
- Portfolio Development and Presentation
- Drawing
- Web Design

For the full list of Units of Study see Delivery of Training

6 Induction to the Courses (Student Orientation)

At the beginning of your course the Student Handbook will be available on the web site (idu4design.com). A hardcopy will be available in administration. Your trainer will give you information about:

- Requirements to receive a qualification
- Certificates issued on successful completion of the course
- How your skills, knowledge and attitudes will be assessed
- Recognition of prior learning or recognition of current competency
- How you can appeal if you don't agree with your assessment outcome
- How you can make a complaint if you are not satisfied with any part of the course
- Where and how you can get extra help with your learning
- Course timetable
- Course content
- Emergency evacuation procedures
- Your obligations as a student at our school including behaviour and attendance requirements.

7 Attendance

The academic year is divided into two semesters.

Orientation Day is 3 March 2010.

Semester 1 commences 8 March and concludes 9 July 2010.

Semester 2 commences 26 July and concludes 26 November 2010.

You are expected to be in attendance each day of the course.

- Arriving to class before class commences and leaving only after the class is finished is considered good work practice.
- You should arrive a minimum 5 minutes before classes commence.
- All students are required to be in class at 9.30am and at 1.00pm. After ten minutes class doors will be locked. Students must report to reception to explain their lateness. Where there is a good reason, or the student has called earlier to explain their lateness, the student will be issued with a late note and can be admitted to class.
- Students who have a pattern of lateness or absenteeism will meet with the Head of Department, the Registrar or the Managing Director.
- There may be compassionate grounds as to why a student is absent. This will be taken into consideration but it is expected that this would be rare and not more than 1 or 2 occasions within a year.
- If you cannot attend a class you are required to notify the school in advance on 02 4454 0101.
- If you who are absent from class for 2 or more consecutive days you must provide a doctor's certificate.
- Attendance is a part of all assessments that include observation and demonstration of skills. Students who are identified as "at risk" due to habitual absenteeism or lateness may be counselled in the first place by the Administrator with the option of being referred onward to the Registrar.
- If your attendance is unsatisfactory, the Registrar may require you to show cause why your enrolment should not be terminated.
- In the event of a student's prolonged illness or personal hardship, at the discretion of the Registrar, the Institute may be able to offer the student a variation in their program of study.

Policy details available in IDU Policy and Procedure Manual: Student Attendance Policy and Student Attendance Procedure 030210v2

8 Evaluation

As part of our continuous improvement procedures students are given the opportunity to evaluate the effectiveness of course units through questionnaires (such as the AQTF Learner Questionnaire and anonymous teaching evaluations or TEvals), interviews and group discussions. Each unit of study is evaluated as well as the total course.

Students are encouraged to discuss programs with trainers and Institute staff. This provides us with feedback on the course, the trainers and assessors, the course administration, the training facilities, the training activities, resources and materials and the assessment procedures. Your comments enable us to make sure that your expectations are being met and to improve our services.

The Institute takes evaluation seriously, and amendments are made where necessary.

9 Amenities

The Da Vinci Room is available for student use. Facilities include a pool table, vending machines, tables and chairs.

Please keep this room clean and tidy.

Bathroom and kitchen facilities are located on campus.

All amenities are accessible to every student.

10 Legislative and Regulatory Requirements

The Institute of Design Ulladulla is bound by and operates within the following legislative and regulatory requirements:

- NSW Occupational Health and Safety Act 2000
- Workers Compensation Act 1987
- Anti-Discrimination Act 1977
- NSW VET Act 2005
- Child Protection (Prohibited Employment) Act 1998
- Privacy and Personal Information Protection Act 1998
- Copyright Act 1968

Copies of these are located in the main office and can be accessed at any time or can be accessed online at www.legislation.nsw.gov.au .

10.1 NSW Occupational Health and Safety Act and WorkCover NSW

The Institute of Design Ulladulla will meet its duty of care to staff, students and visitors by providing a healthy and safe environment in which to study.

Your trainer will talk to you about emergency evacuation procedures during the first lesson. In an emergency situation you are to make your way quickly and calmly to the nearest exit and meet your trainer and other students on the grassed area of St Vincent Street behind the college building for a roll call check.

No Smoking is allowed in any area of the school. If you wish to smoke you must leave the premises.

A First Aid Kit is located in sickbay behind the kitchen.

You are responsible for:

- always conducting yourself in a safe and healthy manner.
- ensuring the prevention of injury and disease to yourself, your trainers and your fellow students.
- identifying and reporting to your trainer any possible hazards from equipment, facilities and the environment.
- refraining from smoking
- refraining from drinking and/or eating in the workrooms.
- Wearing appropriate clothing and footwear. Closed footwear must be worn in rooms where machinery is in use. Thongs are not to be worn at any time. Appropriate clothing is defined as what would be accepted in a design work place or smart casual.

10.2 Anti-Discrimination Act

The Institute of Design Ulladulla is committed to providing a fair and equitable workplace and school for its students and visitors. Any discrimination towards staff, students or visitors because of their sex, pregnancy, race, colour, nationality, ethnic or ethno-religious background, marital status, physical or intellectual or psychiatric disability, homosexuality or age will not be tolerated. Similarly, any harassment, victimization or bullying of staff, students or visitors will not be tolerated.

You are responsible for:

- ensuring non-discriminatory, harassing or bullying behaviour at all times to other students, staff or visitors to the school.
- reporting any discriminatory behaviour, harassment or bullying to your trainer.

10.3 Equal Employment Opportunity

All staff recruitment will follow the principles of EEO.

The Institute of Design Ulladulla is committed to its staff remaining up-to-date with current trends in the Textile, Clothing & Footwear Industry and the Graphic Design Industry, and in training and assessment. Staff members are encouraged to identify their training needs and to negotiate arrangements for addressing these needs.

10.4 Access and Equity

The Institute of Design Ulladulla provides equal access to training and delivery services for students. Where possible, we conduct flexible training to meet specific needs of individual students.

The Institute of Design Ulladulla is located on the first floor via a flight of stairs. Stair lift access is available to any student with a disability.

The student enrolment form requires students to self-assess their English language capabilities and to indicate any special needs for the course.

If a student with a disability meets the essential entry requirements, the Institute of Design Ulladulla will make reasonable adjustments necessary for that person to perform their course-work. This involves:

- thorough consideration of how an adjustment might be made
- discussions with the student
- consultation with government agencies or organizations that represent or provide services to people with a disability

Students are encouraged to discuss any problems affecting their course progress with the teachers and/or Institute staff. The aim is to give positive advice so that student's problems can be solved or alleviated. Confidentiality is maintained.

The learning support strategies used by trainers at the Institute of Design Ulladulla include:

- Pre-teaching technical terminology.
- Demonstrating procedures.
- Providing opportunities for 'hands-on' experience and practice.
- Ensuring individual support and advice to students.
- Encouraging students to work at their own pace.
- Providing written learning material and illustrations to reinforce the learning.

Students with learning difficulties beyond our areas of expertise are referred to external specialist agencies.

Recruitment to the Institute of Design Ulladulla is carried out in an ethical manner in accordance with Access and Equity principles

Your trainers will:

- recognise the cultural diversity of all students
- ensure equal treatment of all students
- encourage full participation and assisting all students to achieve course outcomes

- provide equal access to resources
- refer students with specific learning problems to appropriate agencies

10.5 Privacy and Personal Information Protection Act 1988

The Institute of Design Ulladulla complies with the Privacy and Personal Information Protection Act 1988 that provides guidance on the collection, storage, use and disclosure of personal information. The Institute of Design Ulladulla will not disclose information about you to anyone outside the school without your written consent except as required by law. Your student records are confidential and available to you only and on request. Records of enrolment assessment outcomes and qualifications issued are kept accurate, up-to-date and secure.

10.6 Child Protection (Prohibited Employment) Act 1998

Child Protection (Prohibited Employment) Act 1998 makes it an offence for a prohibited person to apply for, undertake or remain in child related employment. A prohibited person is a person convicted of committing a serious sex offence or a "registrable person". A registrable person is someone who has been found guilty of the following offences against children:

- Murder
- Sexual offence
- Indecency
- Kidnapping
- Child prostitution
- Child pornography

The Institute of Design Ulladulla is aware of its obligations as an employer under the Child Protection (Prohibited Employment) Act 1998. Upon entering on duty with the Institute of Design Ulladulla, all staff complete a Working With Children Check Employment Screening Consent form, which is stored in personnel files.

10.7 Vocational Education and Training Act 2005

The NSW Vocational Education and Training Act 2005 provides for the:

- registration of training organisations
- accreditation of vocational courses in accordance with national standards
- reconstitution of the Vocational Education and Training Accreditation Board
- repeal of the [Vocational Education and Training Accreditation Act 1990](#).

The Act implements a national initiative to ensure effective regulation of VET providers throughout Australia. It also recognises the National Training Information Services (NTIS) database as the key public tool for accessing on training and training organizations.

10.8 Copyright Act 1968

Under the Copyright Act 1968, the Institute of Design Ulladulla must seek and gain permission from the copyright owner for the use of published works, academic texts, journals, reports, research papers, newspaper articles, photographs, illustrations, graphs and promotional images to support the teaching/learning and assessment process.

11 Training Delivery and Assessment Services

11.1 Trainer Qualifications

The Institute of Design Ulladulla trainers have the relevant qualifications required by the AQTF. These include:

- Qualifications in fashion design and illustration, drafting, garment construction, tailoring and draping
- Qualifications in graphic design and illustration
- Qualifications in training and assessment
- Experience in the Fashion and Graphic Design Industries

11.2 Delivery of Training

The Institute of Design Ulladulla offers training in the following qualifications:

- LMT50307 Diploma of Applied Fashion Design and Technology
- LMT60307 Advanced Diploma in Applied Fashion Design and Technology
- 21874VIC Diploma of Graphic Design
- 21873VIC Advanced Diploma of Graphic Design

To receive a qualification in **21874VIC Diploma of Graphic Design** you must demonstrate competence in the following 25 units of competency:

Unit Code	Unit Title	Core/Specialist/ Elective
VPAU010	Analyse and implement sustainable work practices	Core
CUFSAF01B	Follow health safety and security procedures	Core
VPAU011	Apply research and critical analysis to inform artistic and design practice	Core
BSBSBM403A	Promote the business	Core
CUSADM09A	Address legal and administrative requirements	Core
VPAU014	Manage creative and professional self	Core
CUVDSP02A	Develop self as designer	Core
CUVVSP12A	Produce digital images	Core
ICPPP252B	Output images	Core
VPAU058	Produce files for multimedia production and display	Core
VPAU249	Produce and create graphics in response to a brief	Core
VPAU053	Produce and scan complex digital images for reproduction	Core
VPAU050	Produce typography in response to a brief	Core
VPAU051	Create page layouts in response to a brief	Core
VPAU012	Use advanced drawing techniques to represent and communicate concepts	Core
VPAU056	Create design concepts from a brief to produce 2 dimensional artwork to finished art stage	Core
VPAU057	Create design concepts from a brief to produce 3 dimensional artwork to finished art stage	Core
VPAU054	Produce a concept from a given brief	Core
CUEFIN01B	Develop a budget	Core
CUVCRS16A	Prepare text and graphic files for print processing	Core
VPAU055	Produce art work from concept to finished art stage	Core
CUVDSP11A	Research and apply techniques for illustrative work	Core
VPAU013	Apply the elements and principles of Design	Core
VPAU01	Plan and implement a project in the workplace	Core
CUVDES05A	Interpret and respond to a brief	Core

To receive a qualification in **21873VIC Advanced Diploma of Graphic Design** you must demonstrate competence in the 25 units of competency listed for the 21874VIC Diploma of Graphic Design plus the 9 units listed below:

Code	Title	Core/Specialist/ Elective
VPAU095	Create design concepts to produce artwork to finished art stage	Specialist
CUFMEM10A	Design and create a multimedia interface	Specialist
VPAU059	Use complex drawing techniques to represent and communicate thematically connected concepts	Specialist
VPAU092	Apply research and critical analysis to extend artistic and design practice	Specialist
CUSGEN05A	Make presentations	Specialist
CUSADM04A	Manage a major project	Specialist
CUSADM05A	Develop and implement a business/strategic plan	Specialist
VPAU093	Develop a design in response to a complex design brief	Specialist
VPAU094	Interpret and respond to a complex product/graphic design commission or brief	Specialist

To receive a qualification in **LMT50307 Diploma of Applied Fashion Design and Technology** you must demonstrate competence in the 34 units listed below:

Code	Title	Core/Specialist/ Elective
LMTGN2001B	Follow defined OHS policies and procedures	Core
LMTCL2003B	Identify fibres and fabrics (P)	Core
LMTCL2010B	Modify patterns to create basic styles	Core
LMTCL2011B	Draw and interpret a basic sketch	Core
LMTCL3001B	Identify fabric performance and handling requirements	Core
LMTFD2005B	Identify design process for fashion designs (P)	Core
LMTFD4001B	Apply design studio process	Core
LMTFD4006B	Interact and network with fashion industry participants	Core
LMTFD4012B	Develop product specifications for fashion design	Core
LMTFD4018B	Use and apply sizing systems appropriate for fashion design	Specialist
LMTFD4008B	Construct stock size block for garment to meet size and fit specifications (P)	Specialist
LMTCL3009B	Develop patterns from a block using basic pattern making principles	Specialist
LMTFD4021B	Drape fabrics to make patterns (P)	Specialist
LMTFD4002B	Apply principles of colour theory to fashion design development <i>(P- LMTCL2003B Identify fibres and fabrics, LMTFD2005A Identify design process for fashion design)</i>	Specialist
LMTFD3004B	Draw a trade drawing for fashion design	Specialist
LMTFD4003B	Assist in preparation of preliminary design concepts	Specialist
LMTFD4004B	Calculate cost estimates for fashion products	Specialist
LMTFD4017B	Source materials and resources for production of fashion designs	Specialist
LMTFD5009B	Cost design production (P)	Specialist
LMTFD4014B	Identify influences on contemporary fashion designs and construction techniques	Specialist
LMTFD5007B	Analyse influences on contemporary fashion designs	Specialist
LMTFD5017B	Apply design studio processes to meet client brief	Specialist
LMTFD5010B	Develop and present design concepts within specific guidelines	Specialist
LMTFD4011B	Cut fabrics for prototype designs	Specialist
LMTFD4015B	Create pattern from block to meet customer specifications (P)	Specialist
LMTFD4016B	Sew design prototypes	Specialist
LMTFD5012B	Perform contour draping <i>(P- LMTFD4021B Drape fabrics to make patterns)</i>	Specialist
LMTFD5014B	Construct complex blocks for fashion garments <i>(P - LMTFD4008B Construct stock size block for garment to meet size and fit specifications)</i>	Specialist
LMTFD5015B	Develop patterns for complex fashion garments <i>(P - LMTFD4015B Create pattern from block to meet customer specifications)</i>	Specialist
LMTFD5018B	Determine and specify advanced construction processes	Specialist
LMTFD5019B	Analyse individual fit and make pattern alterations	Specialist
LMTFD5011B	Produce fashion illustrations	Elective
LMTFD4013B	Grade 2D patterns	Elective
LMTFD5016B	Grade shaped patterns (P)	Elective

(P): Pre-requisite

To receive a qualification in **LMT60307 Advanced Diploma of Applied Fashion Design and Technology** you must demonstrate competence in the 34 units of competency listed for the LMT50307 Diploma of Applied Fashion Design and Technology plus the 10 units listed below:

Code	Title	Core/Specialist/ Elective
LMTFD6001B	Evaluate commercial viability of designs (P - <i>LMTFD5009B Cost design production</i>)	Core
LMTFD6002B	Manage product development for fashion designs	Core
LMTFD6003B	Manage fashion design processes	Core
LMTFD6006B	Develop a fashion range	Core
LMTFD6008B	Apply studio processes to create and produce designs for commercial production	Core
LMTGN6002B	Manage quality system and procedures	Specialist
LMTGN6003B	Research and evaluate processes and products	Specialist
LMTFD6004B	Manage advanced pattern making processes (P - <i>LMTFD5016B Grade shaped patterns</i>)	Specialist
LMTFD6009B	Analyse fashion industry textiles to guide commercial development	Specialist
LMTFD6007B	Implement specialised patternmaking technologies	Elective

(P): Pre-requisite

Further information regarding LMT07 Textile, Clothing and Footwear Training Package can be accessed at www.ntis.gov.au

11.3 Issuance of Qualifications

On successful completion of all units of competency you will be issued with a relevant Training Package qualification. If you do not complete the entire course of study a Statement of Attainment will be issued for successful completion of individual units of competency.

12 Student Recruitment

Recruitment to the Institute of Design Ulladulla is carried out in an ethical manner in accordance with Access and Equity principles. Students are recruited on merit regardless of discriminatory factors such as race, cultural background, religion, sex, physical/intellectual disability, age etc.

All enquiries for participation are provided with the Institute of Design Ulladulla Information Pack. Access to the courses is open to all applicants subject to payment of fees and the extent to which the course outcomes and pre-requisites match the needs of the student.

13 Student Enrolment Procedure

- Student contacts the Institute by telephone, fax, email, on-line or in person.
- Student is sent the information pack.
- IDU follows up with phone call or email to student to identify needs.
- Student makes appointment for interview.
- The Principal or his representative conducts student interview.
- Student is notified of the outcome of their application for a place at IDU.
- If successful, the student is given a Letter of Offer and Enrolment Form.
- Student completes enrolment form.
- On receipt of deposit student is issued receipt.
- Student is given an identification number and a database record is established.

Overseas students should also refer to IDU Refund Policy, Schedule of Fees, Privacy Policy and Entry Requirements in the Overseas Student Written Agreement Form and the Overseas Student Application Form and Information for Overseas Students on the web site.

14 Learner Support

The learning support strategies used by trainers at The Institute of Design Ulladulla include:

- Pre-teaching technical terminology.
- Demonstrating procedures.
- Providing opportunities for 'hands-on' experience and practice.
- Ensuring individual support and advice to students.
- Encouraging students to work at their own pace.
- Providing written learning material and illustrations to reinforce the learning.

Students are encouraged to discuss any problems affecting their course progress with the teachers and/or Institute staff. The aim is to give positive advice so that student's problems can be solved or alleviated. Confidentiality is maintained.

Students with learning difficulties beyond our areas of expertise are referred to external specialist agencies.

Recruitment to the Institute of Design Ulladulla is carried out in an ethical manner in accordance with Access and Equity principles.

Your trainers will:

- recognise the cultural diversity of all students
- ensure equal treatment of all students
- encourage full participation and assisting all students to achieve course outcomes
- provide equal access to resources
- refer students with specific learning problems to appropriate agencies

The aim of the Institute is to ensure that students are given assistance to achieve their competencies in a pleasant and well-balanced environment.

15 Conduct of Assessment

Assessment is conducted in accordance with the National Assessment Principles that underpin the *Australian Quality Training Framework for RTOs*.

Assessment is competency based against the standards outlined in the units of competency in the Training Package qualifications. It includes:

- assessment to determine your training needs
- assessment during the training to judge how you are progressing
- assessment of performance at end of the units of training
- recognition of prior learning or recognition of current competency

Assessment is conducted in a simulated workplace and involves the collection of sufficient evidence to demonstrate you are competent. This may include:

- Measurement of products you have made or services you deliver
- Observation of processes you carry out
- Measurement of your knowledge and understanding
- Observation of the attitudes you demonstrate.

Assessment methods may involve you in:

- Demonstrating your skills
- Producing of a piece of work
- Answering written and/or oral questions
- Participating in group discussions
- Developing a portfolio of work
- Making oral presentations to the group
- Conducting research in the fashion or graphic industries
- Completing a project

The outcomes of assessment are *Competent* or *Not Yet Competent*. If you are assessed as *Not Yet Competent* you can request a re-assessment.

15.1 Assessment Deadlines

Assessments usually have a published deadline that simulates deadlines in all design industries. Assessments with a deadline **must** be handed in by the due date and time.

Extensions

An extension may be granted

- if you have a genuine illness or
- on compassionate grounds due to extenuating circumstances

In either case an application for an extension must be supported by a doctor's certificate, a letter from another health professional or legal representative.

Late submissions

In the absence an extension being granted assessments handed in after the published deadline will only be awarded a *Competent* or *Not Yet Competent (NYC)*. Late assessments will not be eligible for feedback or appraisal and no grade will be given.

Resubmissions

Where an assessment is judged *Not Yet Competent* the work will be returned to you with instructions on how to make the work competent. You will then be given 2 weeks to re-submit the work. Re-submitted work will only be eligible for a *Competent* or *Not Yet Competent*. No grade will be given.

If the work is still deemed *Not Yet Competent* a student may elect have to complete a reassessment at a cost of \$250.

The absolute deadline for all late submissions and resubmissions is one week after the final week of the semester unless an extension has been arranged as outlined above.

15.2 Assessment Appeals

If you are dissatisfied with a *Not Yet Competent* decision you can appeal the decision. This involves speaking to the assessor within 10 days of receiving the assessment result and feedback and requesting a review of the evidence. The Head of Department should be involved in the process.

If necessary, the Registrar may organise a re-assessment and depending on the circumstances this may be with an independent assessor.

Policy details available in IDU Policy and Procedure Manual: Student Complaint and Appeals Policy 161009v1

16 Student Records Maintenance

Your records are confidential and available to you only and on request, except as required by law. Records of attendance, assessment outcomes and qualifications issued are kept accurate, up-to-date and secure.

We keep copies of your records for a period of 30 years. You must bear the cost for re-issue of records and awards.

Policy details available in IDU Policy and Procedure Manual: Administration and Records Management Policy 161009v1

17 Recognition of Prior Learning (RPL)

If you believe you already have the skills and knowledge required to demonstrate competency you can request RPL. It does not matter whether you acquired your skills and knowledge through formal or informal learning, work experience and/or life experiences.

To request RPL you will need to:

- Obtain the Recognition of Prior Learning Application Form from the office.
- Check your skills and knowledge for each unit of competency. These are outlined in the Recognition of Prior Learning Application Form
- Collect your evidence to show your competence. Your evidence must be valid (as described in the unit of competency), sufficient (enough), current (up-to-date) and authentic (your own work).
- List the types of evidence you have for each unit of competency.
- Present your evidence and the completed Recognition of Prior Learning Application Form to the principal for assessment.

The assessor may ask you to undergo a challenge test. You must pay the cost for RPL that will be based on the time taken to assess the application.

Policy details available in IDU Policy and Procedure Manual: Recognition of Prior Learning (RPL) Policy 161009v1

Overseas students should also refer to IDU Refund Policy, Schedule of Fees, Privacy Policy and Entry Requirements in the Overseas Student Written Agreement Form and the Overseas Student Application Form and Information for Overseas Students on the web site.

18 National Recognition

The Institute of Design Ulladulla recognises relevant AQF qualifications and/or Statements of Attainment issued by any other RTO.

We reserve the right to verify the authenticity of such documents as required and to determine the currency of the units of competency/modules indicated on the testamur.

This process involves checking the NTIS database and where necessary contacting the issuing RTO.

19 Fees and Charges

Our programs are conducted over two semesters each year. Each semester is for 18 weeks. Semester 1 commences in the first week of March and Semester 2 commences in the third week of July.

19.1 Fees Schedule

The fees schedule for 2010 is as follows:

Full Time Study - 20 hours per week

There are two semesters per year. \$8,800 per semester

Diploma of Applied Fashion Design and Technology

Diploma of Graphic Design

Advanced Diploma of Applied Fashion Design and Technology

Advanced Diploma of Graphic Design

19.2 Additional Costs

Completion of the course involves the use of other special equipment. In many cases these items are in an equipment kit available for purchase from the school.

Overseas students should also refer to IDU Refund Policy, Schedule of Fees, Privacy Policy and Entry Requirements in the Overseas Student Written Agreement Form and the Overseas Student Application Form and Information for Overseas Students on the web site.

20 Refund Policy

Should the organisation cancel any training session students are entitled to transfer funds to replacement training sessions. Students who withdraw their application for enrolment prior to the commencement of the course will be refunded all fees paid (excluding any enrolment charges).

After course commencement, students who discontinue the course will not be entitled to any refund. Every effort will be made to negotiate, at the school's convenience, the transfer of training upon provision of evidence of a student's prolonged illness or bereavement of a close family member. However, no consideration can be given to extended absences for any other reason.

You are responsible for:

- Referring all enquiries regarding fees, charges and refunds to the Principal.

Overseas students should also refer to IDU Refund Policy, Schedule of Fees, Privacy Policy and Entry Requirements in the Overseas Student Written Agreement Form and the Overseas Student Application Form and Information for Overseas Students on the web site.

21 Facilities and Equipment

The Institute of Design Ulladulla is maintained as an authentic fashion and design workplace environment. Facilities and equipment are set-up, checked and maintained regularly to ensure effective and efficient operation.

Students have access to necessary instructional and assessment facilities, materials and equipment. Training facilities include:

- Suitable tables for designing, drafting and cutting
- Suitable machines and equipment set up safely and securely
- Adequate acoustics, ventilation and lighting
- Amenities for coffee and lunch breaks
- Toilet facilities
- Accessible references and resources
- Computers with relevant software

You are responsible for:

- identifying and reporting to your trainer any possible hazards from equipment, facilities and the environment.
- refraining from smoking anywhere in the building
- refraining from drinking and/or eating in the workrooms.

22 Student Complaints and Appeals

The Institute of Design Ulladulla welcomes your feedback and suggestions on our services. We respond in a constructive and timely manner to all substantiated complaints and appeals against decisions made by us.

The Institute of Design Ulladulla ensures that:

- each complaint and appeal and its outcome is recorded in writing
- each appeal may be referred to an independent person or panel if required
- each appellant has an opportunity to formally present their case and is given a written statement of the appeal outcome including the reasons for the decision.

Students with a problem or complaint with another student should use the following procedure:

Step 1:

- identify and discuss the complaint or grievance with the other party
- discuss the best outcome to the complaint or grievance
- agree to act to resolve the complaint or grievance

Step 2: If the complaint or grievance is unresolved talk to the trainer who will try to remedy the problem.

Step 3: If after talking to the trainer the complaint or grievance remains unresolved the student should approach the Head of Department, then the Principal if necessary, who will mediate to resolve the problem.

Step 4: If the student is dissatisfied with the outcome of the mediation the decision may be appealed in writing and an external independent arbiter requested. This gives the student the opportunity to formally present their case. This may be at no cost or a minimal cost to the student. They may be accompanied and assisted by a support person. The Institute of Design Ulladulla will provide the student with a written statement of the appeal outcome.

If the problem or complaint is with the trainer, the course content, the facilities or any component of the course the following procedure should be used:

Step 1: In the first instance, talk to the trainer or tutor.

Step 2: If the student feels it is not appropriate to talk to the trainer, they should talk to the Head of Department, then the Principal if necessary, or put the complaint in writing and address the letter to the Principal.

Step 3: The principal will respond to the written complaint within 5 working days.

Step 4: If the student is dissatisfied with the Principal's response they can appeal the decision by requesting to have the matter referred to an external independent arbiter. This gives the student the opportunity to formally present their case. This may be at no cost or minimal cost to the student. They may be accompanied and assisted by a support person. The Institute of Design Ulladulla will provide the student with a written statement of the appeal outcome.

The Institute of Design Ulladulla will not tolerate inappropriate behaviour of any kind. If students are being bullied or harassed by anyone while at IDU, the following procedure should be used:

Step 1: The student must tell the person they don't like being bullied or harassed and ask them to stop.

Step 2: If the inappropriate behaviour continues, the student should talk to the trainer or tutor who will try to remedy the problem.

Step 3: If after talking to the trainer or tutor the inappropriate behaviour continues, the student should approach the Head of Department, then the Principal if necessary, who will mediate to resolve the problem.

Step 4: If the student is dissatisfied with the outcome of the mediation they may appeal the decision by requesting an external independent arbiter. This gives them the opportunity to formally present their case. This may be at no cost or minimal cost to the student. They may be accompanied and assisted by a support person.

The Institute of Design Ulladulla will provide the student with a written statement of the appeal outcome.

In situations where an external independent arbiter is required this person will be qualified and experienced in the particular area of the complaint and appeal and may include:

- A qualified trainer/assessor external to The Institute of Design Ulladulla
- An independent AQTF training consultant
- A representative of ACPET
- A representative of the relevant independent body eg. Community Justice Service, Department of Fair Trading, Anti Discrimination Board.

Where the outcome of the internal and external complaints and appeals process supports the student, the Institute of Design Ulladulla will implement the decision or corrective action as soon as possible and advise you accordingly.

Policy details available in IDU Policy and Procedure Manual: Student Complaint and Appeals Policy 161009v1

23 Student Responsibilities

While you remain a student at the Institute of Design Ulladulla it is your responsibility to:

- To conduct yourself in a safe and healthy manner.
- To behave in a manner which prevents injury and disease to you, your trainer and fellow students.
- To identify and report to your trainer any possible hazards from equipment, facilities and the environment.
- To comply with and assist in the school's emergency procedures.
- To refrain from smoking anywhere in the school building
- To refrain from drinking and/or eating in the workrooms.
- To attend class regularly and punctually.
- To comply with the Assessment Information outlined in the Student Handbook.
- To register complaints, disputes or grievances with your trainer.
- To respect other students, staff or visitors to the school and ensure non-discriminatory or harassing behaviour at all times.
- To report any discriminatory behaviour or harassment to your trainer.
- To refrain from unacceptable behaviour including the use of bad language, alcohol and drugs
- To refrain from the use of devices which may disrupt classes such as mobile phones.
- To dress appropriately (smart casual) and wear appropriate work place footwear.

Students who choose not to comply with the Student Responsibilities will be given a verbal warning in the first instance, a written warning in the second instance and dismissal in the third and final instance. In this instance no course fees will be refunded.

Where a student's behaviour is considered to be extreme the Principal has the right to dismiss the student without notice. Examples of extreme behaviour may be, but are not limited to, being under the influence of alcohol, being in possession of illicit drugs, using abusive language to trainer and/or fellow students.

24 Contact Details

Institute of Design, Ulladulla

POSTAL ADDRESS: 44 Deering Street
Ulladulla NSW 2539

ADMINISTRATION CENTRE

Hours: Mon – Fri 9.00am—5.00pm

Phone: 02 4454 0101
Fax: 02 4454 0112
Email: admin@idu4design.com
Website: <http://idu4design.com>

TELEPHONE NUMBERS

Course Coordinators:

Peter Dwyer (Fashion Design) 02 4454 0101
Ian Brown (Graphic Design) 02 4454 0101

EMAIL ADDRESSES

Course Coordinators:

Peter Dwyer (Fashion Design) peter.d@idu4design.com
Ian Brown (Graphic Design) ian.b@idu4design.com

25 Declaration

I have read, understood and agree to comply with the information outlined in the *Student Handbook*.

Student's Name:.....

Student's Signature:

Date:

Please complete then tear this page out and return to the Administrator.